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July 2, 2008

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**Delegation of Authority--Gifts to an Agency Approval and Reporting Requirements**

Dear Colleagues:

In May 2008, the Fair Political Practices Commission (FPPC) revised its Gifts to an Agency regulation. This regulation provides a test for determining when gifts are considered gifts to an agency and not to a public official, such as a University employee. Under the revised regulation, if a gift to an agency will provide a personal benefit to an employee, such as a gift of travel, the head of the agency, or his or her designee, must select the individual who will use it, report the payment to the FPPC on a California Form 801 (Gift to Agency Report) within 30 days, and post a copy of the report on the agency's website.

Effective July 1, 2008, each of you is delegated the authorities and responsibilities described in the attached material, as the "agency head" for your location and for personnel under your jurisdiction. These responsibilities include the designation of a "filing officer" to file the Gift to Agency Report (California Form 801) and to publish reports online, as stated in the regulation.

Please send a copy of your written designation of a Gift Reporting Filing Officer to Ross Smith, Conflict of Interest Coordinator, Office of the General Counsel, Office of the President. Coordinator Smith is available to answer questions about the application of the regulation, the reporting requirements, and other related matters.

Sincerely,

FOR

Mark G. Yudof  
President

Attachments:

[Background to Regulation](#)

[Gifts to an Agency Regulation 18944.2](#)

[California Form 801 – Gift to Agency Report with Instructions](#)

cc: Members, President's Cabinet  
Principal Officers of The Regents  
Universitywide Policy Office